

# Forum for Volunteer Administrators 2019 Program Preview

All programs begin at 8:30am.

## Workshops

**March 21**

### Looking Ahead with Strategic Planning

Gain insight on examining your volunteer program and how to plan for the future. Learn what strategic changes will best help your program become more efficient and productive by narrowing in on the essential needs of your program.

**May 16**

### Expanding your Volunteer Base through Recruitment and Marketing

Are you interested in growing your volunteer program? Need to know how best to reach your target audience? Listen and learn from a marketing expert on how to market your volunteer program to maximize recruitment.

**July 18**

### Give and Take Mentorship

New and experienced volunteer administrators come together for a mentoring opportunity where we overview the basics of managing volunteers and then pair new volunteer administrators with an experienced manager to impart tips and tricks learned over the years.

**September 19**

### Developing Essential Materials and Resources

The materials and resources you give your volunteers can either help or hinder them. Come to receive guidance on how to support your volunteer program by giving volunteers the best information in the right arrangement.

**December 5**

### Refining your Content for Online Training

Learn what information is essential to put in your online training course with the intention of leading your volunteers to success by refining your content to present them with relevant and useful information.

#### Buy the Series

5 workshops for the price of 4  
\$100 members | \$185 non-members  
(available through 3/20/19)

#### Individual Workshops

\$25 members | \$40 non-members  
Workshops are non-refundable

Complete program info &  
registration available by 1/22/19:

[fvaohio.org](http://fvaohio.org)

#### Questions?

[programs@fvaohio.org](mailto:programs@fvaohio.org)

## Coffee Conversations

**February 21**

### Setting Expectations for Volunteers with Succession Planning

Set your volunteers up for success by gaining tips on how to prepare them for upcoming changes from procedural adjustments in your volunteer program to a possible change in organizational leadership or structure.

**April 18**

### Redirecting and Disciplining Volunteers

We all have times where we need to have difficult conversations with our volunteers. Chat with your fellow volunteer administrators about how they address issues in a positive way and what disciplinary steps they have in place when the situation escalates to a more serious level.

**June 20**

### Creating Boundaries with Volunteers

Are you bombarded with people coming to you unnecessarily, or sharing information that is either inappropriate or unhelpful? Share ways that you set professional boundaries with your volunteers and listen to solutions that others have found.

**August 15**

### Advancing Volunteers as Leaders

Learn ways other organizations use volunteers in leadership positions, and how to implement similar programs by encouraging volunteers to take more responsibility within your organization.

**October 17**

### Selling Your Volunteer Program

Talk with others about what stories sell your volunteer program and develop your "elevator speech" to describe and create excitement for your program when speaking to potential volunteers, other departments within your organization, or in marketing.

Coffee conversations are **FREE** and no registration is required. New to FVA? This is a great opportunity to come and learn what we are about!

*fva*  
Forum for Volunteer  
Administrators

connect collaborate grow

The mission of the Forum for Volunteer Administrators (FVA) is to provide mutual support, continuing dialog, and professional development opportunities for those involved in the leadership and management of volunteers.